**ADDENDUM**

**TO THE COOPERATION PROTOCOL BETWEEN**

**THE UNIVERSITY OF MINHO, PORTUGAL**

**AND**

**The** [*name of the partner HEI*]**,** [*country of the partner HEI*]

**to the implementation of MOBILITY PERIODS**

The University of Minho, public higher education institution of foundational nature, located at Largo do Paço, 4704-553 Braga, Portugal, Legal Person no. 502 011 378, herein represented by its Rector, Professor Rui Vieira de Castro, hereinafter referred to as UMinho,

and

The [*name of the partner HEI* ], Legal Person no. ---------, with head office at [*address of the partner HEI*], herein represented by [*name of the partner HEI’s representative*], hereinafter referred to as [*abbreviation/acronym of the partner HEI*],

Considering the relevance of internationalisation in the training of students and in the strengthening of skills of professors, researchers and technical, administrative and management staff, namely through the implementation of mobility periods in foreign higher education institutions;

Regarding the legal and regulatory provisions which govern, in Portugal and in [*country of the partner HEI*], the cooperation of scientific, cultural and professional nature amongst higher education institutions;

The Parties enter into, in writing, freely and in good faith, this Addendum to the Cooperation Protocol, entered into on 00/00/0000, which is governed by the following provisions:

**CLAUSE 1**

**Purpose**

This addendum aims to implement mobility periods for students, professors, researchers, and technical, administrative, and management staff to be carried out at UMinho and in [*name or abbreviation/acronym of the partner HEI*].

**CLAUSE 2**

**Student Mobility**

1. Student mobility shall not exceed a period of one academic year (two semesters).
2. The Parties commit to accepting a maximum number of x students/semester in common fields of study to maintain balanced mobility flows.
3. Such balanced mobility flows between institutions shall be verified every x years.
4. The Parties may identify, on an annual basis, areas not open to mobility activities or identify limitations in the access to specific curricular units.

**CLAUSE 3**

**Student Selection**

1. The Parties accept the responsibility to select the best candidates for these mobility periods in a fair and transparent manner.
2. Students who participate in the mobility programme are selected and appointed by their home institution in accordance with the criteria established by the latter.
3. The host institution reserves the right to make final decisions regarding the acceptance of mobility students.
4. With the purpose of facilitating the time frame for the appointment and submission of the students’ application procedures, both institutions shall indicate a deadline for the acceptance of applications for both academic semesters.
5. The students selected by each institution are responsible for the submission of their application and all the mandatory documents, respecting the established deadlines:
* In UMinho’s case, the application procedure shall be instructed based on the information at:
* https://alunos.uminho.pt/PT/estudantesin/Paginas/ProcedimentosCandidaturas.aspx.
* In the case of [*name or abbreviation/acronym of the partner HEI*], all the process is instructed at:

[…]

1. The home university must ensure that the students selected for mobility at UMinho have the linguistic skills required to carry out such exchange (level B1 in Portuguese and/or B2 in English).

**CLAUSE 4**

**Student mobility procedure**

1. During the exchange period, the mobility student must enrol and pay the tuition fees in the home institution, being thus exempted from paying them in the host institution, except for the fees associated with extra courses or specific services offered by the host institution.
2. The mobility student is responsible for expenses related to the Visa, travel, accommodation, food, commute, acquisition of study material, and any other personal expenses that they perceive as necessary or desirable during the exchange period.
3. The mobility student must provide evidence of subscription to international health insurance acquired prior to the date of departure from their home country and personal liability insurance. Mobility students hosted at UMinho must take out school insurance upon arrival.
4. Mobility students have access to services and facilities provided by each institution in the same conditions as the other enrolled students and are subject to all rules and regulations of the host institution.
5. Each institution shall identify the Mobility Academic Coordinators of each Organic Unit, Department or Course, who shall be responsible for supporting students in choosing their study plans.
6. Mobility students hosted at UMinho must have a workload between 25 ECTS/semester (minimum) and 35 ECTS/semester (maximum).
7. At the end of the exchange period, each institution agrees to provide the partner institution with the individual academic record and any relevant information on their performance so that the home institution may determine the number of credits to be recognised for the students in accordance with its rules and regulations.
8. Mobility shall not lead to the awarding of an academic degree at the host institution.

**CLAUSE 5**

**Responsibilities of the parties in student mobility**

Both institutions commit to:

1. Offer mobility students a treatment similar to the one received by their students, thus facilitating access to academic, scientific and cultural services;
2. Provide guidance to mobility students on how to obtain a student Visa, which is essential for their participation in the programme;
3. Offer mobility students proper academic guidance;
4. Offer mobility students guidance on accommodation, food and transport.

**CLAUSE 6**

**Mobility of professors, researchers and technical, administrative and management staff**

1. The mobility of professors, researchers, and technical, administrative, and management staff shall not exceed one academic year (two semesters).
2. The exact duration of the mobility shall be stated in the acceptance letter to be issued by the Service Unit or Organic Unit officer.
3. The activities developed during the mobility period must be compatible with the activities developed and duties performed by the employee at their home institution.
4. The participant must take out travel and international health insurance acquired prior to departure from their home country.
5. The participants in mobility programmes shall not pay any fees at the host institution.
6. This Addendum does not provide for any type of funding; it is the sole responsibility of each student to pay their own travel and living expenses.
7. Wages must be paid by the home institution.

**CLAUSE 7**

**Exclusion**

The activities related to Advanced Scientific Internships are not covered by this Addendum.

**CLAUSE 8**

**Coordination**

For the purposes of this Addendum, the Parties name as contact people for the exchange programmes:

1. By UMinho:
2. By XXXX:

**CLAUSE 9**

**Confidentiality**

Within the scope of this Addendum, each institution commits to ensuring absolute secrecy and confidentiality regarding personal data to which it may have access, thus complying with the legislation on the protection of personal data.

**CLAUSE 10**

**Personal Data**

The parties must observe, being their sole responsibility, compliance with the legal provisions in force regarding the protection of personal data, in particular, those in Regulation (EU) 2016/679 of the European Parliament and the Council of 27th April 2016 and any applicable or hereafter applicable data protection legislation.

**CLAUSE 11**

**Validity, amendment and termination**

1. This Addendum shall enter into force from the date of its signature and prevails for the period of validity of the Cooperation Protocol.
2. By written agreement between the parties, this Addendum may be amended, in whole or in part, or revoked.
3. Each Party may terminate this Addendum at any moment, by written notification through registered mail, with a minimum notice period of at least... (...) days, safeguarding acts in progress and respective commitments made to third parties by any of the institutions.

**CLAUSE 12**

**Final Provisions**

1. Any doubts arising from the application and interpretation of the provisions in this Protocol shall be clarified by the decision-making bodies of the Parties and interpreted in accordance with the Portuguese legislation.
2. The Parties commit to amicably solve any litigation that may arise from the execution of this Addendum. Should this fail to succeed, the Parties shall indicate, by mutual agreement, a third natural person to act as a mediator.

Once read and approved, this Addendum is manually signed by the legal representatives of the Parties, in 2(two) copies.

Or

Once read and approved, this Addendum consists of a single copy, signed by the Parties through digital signature under the applicable legal terms (remove date information next to the signature).

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| --- | --- | --- |
| Braga, \_\_ \_\_ of 202X |  | [*City*], \_\_ \_\_ of 202X |
| By the University of Minho,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professor Rui Vieira de CastroRector |  | By the University [*name of the partner HEI*],\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Professor [*name of the Rector of the partner HEI*]Rector |